

OBTAINING A CERTIFIED COPY OF A DEATH RECORD

You may obtain, in person or by mail, a certified copy of a death record from the Town Clerk's office at the following address:

Town Clerk's Office
Tyngsborough Town Hall
25 Bryants Lane
Tyngsborough, MA 01879
(978) 649-2300 extension 129
www.jshifres@tyngsboroughma.gov

The Town Clerk's Office provides certified copies of death records during regular office hours.

The fee is \$5.00 for a certified copy of a death record. The Town accepts checks or money orders only when requests are by mail, and checks, money orders or cash when requests are in person. If you phone ahead, the certified copy will be ready for you. All checks should be made payable to the Town of Tyngsborough.

For requests in person at the Town Clerk's Office, bring the following information with you:

- the name at death
- the date of death
- the names of the parents

For requests by mail, submit the following information:

The name of the deceased _____

The date of death _____

The parents' names _____

Your phone number _____

Include a self-addressed stamped envelope and mail this form with the appropriate fee (check or money order) to the address above. The certificate will be sent the next day.